



TENTATIVE PARCEL MAP APPLICANT'S GUIDE

NOTE TO THE PUBLIC: Please use this checklist to determine whether your application is complete before you bring it in for filing. If your application is not complete or is affected by a County moratorium, it may not be accepted for processing. You will save yourself time and money if you make use of this checklist in preparing your Tentative Parcel Map submittal.

PART I: MORATORIA

The County Code of Regulatory Ordinances prohibits acceptance of Tentative Parcel Maps for projects located in certain areas. If your project is located in any area affected by a moratorium, call Zoning/Subdivision Information (565-5981) to find out whether it can be accepted for processing.

NOTE: MORATORIA ARE SUBJECT TO CHANGE. PLEASE CONSULT THE DEPARTMENT OF PLANNING AND LAND USE FOR CURRENT RESTRICTIONS.

PART II: DOCUMENTS

- ☐ **Discretionary Permit Application** form (DPLU#346).
- ☐ **Evidence of Legal Parcel** form (DPLU#320).
- ☐ **Deed.** A copy of the recorded deed by which the subject property was acquired by the owner must be submitted with each Tentative Parcel Map application.
- ☐ **Preliminary Title Report.** All applications must include two (2) copies of the Preliminary Title Report not more than six months old.
- ☐ **Ownership.** If the owner is a corporation, a list must be submitted giving names of all the stockholders, the total shares of stock issued and the number of shares held by each stockholder. If the owner is a partnership, a legal document must be submitted showing all names of the general and limited partners. If the ownership is held by a trust, the trust papers must be submitted.
- ☐ **Fire Service Letter.** DPLU #399F must be completed and signed by the district or public agency which would provide fire service for the project.
- ☐ **Water Service Letter.** If public water is proposed, DPLU #399W must be completed and signed by the district or public agency which would provide water service for the project.

- ☐ **Sewer Service Letter.** If sewer service is proposed, DPLU #399S must be completed and signed by the district or public agency which would provide sewer service for the project.
- ☐ **School Service Letter.** Each affected school district (elementary, junior and senior high) must complete and sign DPLU #399SC. Property zoned other than residential or agricultural may be exempt.
- ☐ **Acknowledgement of Filing Fees and Deposits (DPLU #126)**
Applicant should sign the back half of the application to acknowledge that there may be additional deposits required after the initial deposit. This assists the County in seeking full recovery of the processing costs (Board of Supervisors Policy B-29).
- ☐ **Authorization for Pre-Scoping Meeting (DPLU #176)**
The applicant must sign the request for a Pre-Scoping Meeting or the waiver of the Pre-Scoping Meeting.

ENVIRONMENTAL DOCUMENTS

- ☐ Four (4) copies of AEIS (DPLU #367), USGS Map with site marked and photos with directions marked.
- OR**
- ☐ Request to Review Prior Environmental Documents (DPLU #366), three (3) copies of AEIS (DPLU #367, USGS Map with site marked and photos with directions marked.
- OR**
- ☐ Five (5) copies of a Draft Environmental Impact Report and two (2) copies of a letter requesting waiver of AEIS.
- OR**
- ☐ Urban Minor Subdivision Environmental Review Exemption (DPLU #314).
- OR**
- ☐ Exempt if it is a condominium conversion.
- OR**
- ☐ Special Handling Form (DPLU #341) completed by a DPLU staff planner/analyst.
- ☐ **Slope Analysis.** If a Tentative Parcel Map is located in an area designated any of the following land use designations, a slope/density analysis will be required: Urban Residential #1, Estate Residential #17, Multiple Rural Use #18, Intensive Agriculture #19, National Forest and State Parks #23 and Impact Sensitive #24. Refer to Form DPLU #151 and DPLU #374 for further information.
- ☐ If the Tentative Parcel Map meets any of the following criteria, it is subject to the Hillside Development Policy. A slope analysis may be required to determine whether the Policy applies. A project is subject to the Policy when:
 1. At least 25% of the land has a slope of 25% and there is a height differential of 50 feet within any of the 25% slope area;
 2. In a project exceeding 400 acres, at least 200 acres (not necessarily contiguous) have slopes of at least 25% and there is a height differential of 50 feet within any area having a 25% slope; and

3. Provided any lot is less than 40 acres or less than a quarter of a quarter-section in size.

All slope analyses must be signed by a registered civil engineer, licensed land surveyor, architect or landscape architect.

☐ **Public Notice** (See DPLU #515 for detailed instructions). This Department must notify all owners of property within 300 feet of the land division and a minimum of 20 different property owners (Board Policy I-49). In order to complete the notification, the following must be submitted with the application:

- ☐ a. For all property lying wholly or in part within 300 feet of the boundaries of the land proposed for division (or beyond as necessary): From the latest assessment roll, a typed list of Assessor's Parcels in numerical order with the names and addresses of the property owners. Give the source of this information. Refer to Form DPLU #516.
- ☐ b. Stamped, business size envelopes (4"x 9½"), addressed to those same owners as listed on the equalized assessment roll, or alternatively, from such other records of the County Assessor's and Tax Collector, which contain more recent owners' name and addresses. Only one notification per address is required in those cases where one owner owns several contiguous parcels.
- ☐ c. One set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners. The names on these labels must match the names on the typed list.
- ☐ d. A complete, typed "Notice of Proposed Minor Subdivision" Form DPLU #277.
- ☐ e. A copy of the Assessor sheet(s) showing the entire property being subdivided (outlined in red) and all property lying wholly or in part within 300 feet of the boundaries (outlined in green).
- ☐ f. Public Notice Certification Forms DPLU #514 AND #299 completed. Sign and date these forms.

PLEASE NOTE: Additional processing of notices will be required of applicant after a TPM number has been assigned.

☐ **Storm Management Plan.** Two (2) copies of a Stormwater Management Plan. (Refer to Stormwater Management Plan Requirements handout for further information.)

PART III: MAPS

☐ **Master Parcel Plan.** A Master Parcel Plan must be filed with a Tentative Parcel Map which proposes creation of three or more parcels and which could be further divided into a total of five or more lots as allowed by the General or Community/Subregional Plan. (Refer to DPL Codes Policy S-9 for the

requirements.) Six (6) copies of the Master Parcel Plan must be submitted when required.

Map Requirements. A Tentative Parcel Map will not be accepted for processing if the map is inadequate. The map must meet the criteria and show the information listed below.

☐ **Legible Drawing.**

☐ **Size.** Each Tentative Parcel Map must be on one sheet. The size must be 18" x 26". The map must be drawn to an engineer's scale, such as 1" = 200'. A one-half inch plank margin must be maintained.

☐ **Number and Type.** Thirty (30) black or blueline prints folded (fold must be 8½" x 11" with lower right portion exposed), of the Tentative Parcel Map.

Complete Land Division Statement Form DPLU #240

☐ a. Owner's Certification Statement signed under penalty of perjury pursuant to Section 81.601.2 as amended on September 18, 1985 (effective October 17, 1985).

☐ b. Sufficient legal description, including Section, Township and Range if appropriate, of the land to define the boundaries of the Tentative Parcel Map, including Assessor's Parcel Number. Assessor's Parcel Number alone is not acceptable.

☐ c. Name, address, telephone number and signature of the person who prepared the Tentative Parcel Map and, if prepared by a registered civil engineer or a licensed surveyor, their registration number.

☐ d. Name, address, telephone number and signature of all owners and of applicant if it is different from that of the owner(s). If it is a corporation, partnership, etc., indicate title of signer.

☐ e. Location and status of access to subject property from a publicly-maintained road.

☐ f. Statement of the entire existing zoning (zoning box with all designators) and the proposed use of each lot. Zone boundaries must be shown on the Tentative Parcel Map if more than one zone applies.

☐ g. Land use designation(s) of the property as shown on the Regional Land Use Element and the applicable Community or Subregional Plan. Name the plan area. If a Specific Plan, state land use designation(s) of the Specific Plan and name the plan area. Land use designation boundaries must be shown on the Tentative Parcel Map if more than one designation applies.

☐ h. Source of domestic potable water supply and sewage disposal for each lot.

- ☐ i. Name of district or agency providing fire protection to subject property.
- ☐ j. Name of applicable school district.
- ☐ **Associated Requests.** Permit application numbers, if previously submitted.
- ☐ **Solar Access Statement.** A note must be placed on the Tentative Parcel Map stating:

“All lots within this subdivision have a minimum of 100 square feet of solar access for each future dwelling/commercial/industrial unit allowed by this subdivision (with the exceptions of parcel(s) _____.”

When parcels less than one acre are proposed, the statement must be signed by a registered civil engineer or licensed land surveyor. A statement supporting the exception of any lot/parcel from solar access must also be signed by a registered civil engineer or land surveyor.

- ☐ **Department of Environmental Health Certification.** Where private sewage disposal systems and/or private domestic wells are proposed, Department of Environmental Health Certification and number must be obtained. **These must appear on all copies of the Tentative Parcel Map.** (NOTE: This may be accomplished by a submission of two (2) advance prints and testing data, as required, to the Department of Environmental Health. One print will be returned with the necessary information to appear on the maps submitted for processing.

Required Data. The following data must appear on each Tentative Parcel Map:

- ☐ a. Dimensions and gross and net area of each parcel.
- ☐ b. Parcels numbered in consecutive order beginning with Parcel 1.
- ☐ c. Scale of the map and north arrow. (Engineer's scale, i.e., 1" = 100', 1" = 200', etc.)
- ☐ d. Vicinity map. Unless other specific location information (reference points) is provided, the approximate distance to a public street or highway must be indicated in feet to the nearest one-tenth of a mile, as well as a distance from some known location to the project boundary.
- ☐ e. Width and approximate locations of all existing and proposed easements, including rights-of-way and flowage and utility easements, whether public or private, recorded or unrecorded.
- ☐ f. Locations, widths and approximate grades of all existing and proposed highways, streets and road easements within and adjacent to the Tentative Parcel Map, including names of public streets and officially named private road easements.
- ☐ g. Approximate radii of all curves.

- ☐ h. Typical cross sections of street improvements, drainage facilities and other improvements proposed to be constructed and installed, including cross sections of streets and easements serving the property.
- ☐ i. Adequate topography and contours (5 foot contours if available) along with the locations, widths and directions of flow of all watercourses within the proposed Tentative Parcel Map and within 100 feet of the boundaries thereof, with parcel design superimposed thereon, together with a note indicating the source of the data used. Actual elevations must be shown on the map.
- ☐ j. If the topography is based on Department of Public Works topographic map(s), identify map number(s).
- ☐ k. Buildings within the proposed division of land and within 100 feet if the boundaries thereof. All buildings or structures must be identified as to use and their distances from all existing and proposed buildings, property boundaries and easement lines. Buildings which are to be removed must be so noted on the map.
- ☐ l. Approximate location and width of any Circulation Element roads within the proposed division of land. Contact the Department of Public works, Route Location Group, at 694-3246 to determine the desired location.
- ☐ m. **Grading.** A grading plan must be filed with each Tentative Parcel Map showing graded building site elevations and grading proposed for the creation of feasible building sites on each lot together with driveway access thereto and for construction or installation of improvements.
- ☐ **Vesting Tentative Map** (if appropriate). A Vesting Tentative Parcel Map (Section 81.1204) shall have printed conspicuously across its face the words "Vesting Tentative Map" (Section 81.1206a). Only residential developments are eligible for a Vesting Tentative Map. A Vesting Tentative Map also requires the filing of a complete Site Plan at the same time (Section 81.1205b).
- ☐ **Condominium Parcel Maps.** A Tentative Parcel Map for proposed condominiums must contain the following note:

"This is a map of a condominium project as defined in Section 1350 of the State of California Civil Code, the maximum number of units is _____."
- ☐ **Condominium conversions, additional requirements.** Show building footprint(s) with labeling of all structures, walkways, recreational facilities, driveways, parking places and trash areas. Indicate, by table, the number of dwelling units by number of bedrooms (e.g., 1 studio, 2 one-bedroom, 1 two-bedroom, etc.).

PART IV: GROUNDWATER ORDINANCE

YES NO

- ☐ ☐ Is this Tentative Parcel Map subject to the County Groundwater Ordinance (Ord. #7994)? A project is subject to the Ordinance when it is located in an area with 21 inches or less average annual precipitation.
- ☐ ☐ If the project is subject to the Groundwater Ordinance, do the proposed parcels meet the minimum sizes required by Section 67.722 of that Ordinance; or, does the application include a groundwater investigation as required by Section 67.720 of 67.721 of that Ordinance?

PART V: FEES

- ☐ Each Tentative Parcel Map submitted must be accompanied by a deposit to cover the costs incurred by County Departments in reviewing, investigating and making recommendations on the map. Consult the Department of Planning and Land Use's Fee Schedule for current deposit amounts.
- ☐ **Department of Environmental Health Fee.** If on septic, consult the Department of Environmental Health. If on sewer, consult the Department of Planning and Land Use for current fee.

All required fees and deposits must be paid on submittal of application. Checks are to be made payable to the "County of San Diego." Two party checks are not acceptable.

PART VI: OTHER INFORMATION

- A. Associated Requests.** A Use Permit, Variance, Rezone Application, Boundary Adjustment or Certificate of Compliance needed in conjunction with the land division, must be filed either prior to or concurrent with the Tentative Parcel Map. Permit application numbers, if previously submitted, must be noted on the map.
- B. Processing Procedures**
1. **MAP PREPARATION**
A Tentative Parcel Map prepared by an applicant, surveyor or engineer must be in accordance with the Subdivision Ordinance.
 2. **DEPARTMENT OF ENVIRONMENTAL HEALTH CERTIFICATION**
Where private septic systems and/or wells are proposed, two copies of the map are submitted to the Department of Environmental Health which will establish sewage requirements and/or certifies that private wells be developed. The maps will be given a HDPM number and certified. The number and certification are to be placed on the Tentative Parcel Map.
 3. **FILING WITH THE DEPARTMENT OF PLANNING AND LAND USE**
A Tentative Parcel Map (two sepias and 30 blue/black line prints) and a master parcel plan, where required, are submitted to the Department of Planning and Land Use with a filing fee, application and other required documents.

4. **REVIEW AND REFERRAL**
Within two days of receipt, DPLU will refer copies of the map to: Department of Public Works, Division of Sanitation and Flood Control, Director of Public Health, Fire District, Utility Companies and other agencies as appropriate. Review agencies are to respond within 20 days. In addition, all property owners within 300 feet of the subject property will be notified of the proposed subdivision and will be given opportunity to make written comments, provide information and request a public hearing.
5. **FIELD INSPECTION**
Field inspection of the property will be made by the review agencies within the first 20 days following the map intake. Design, improvements, recommendations and ordinance requirements will be evaluated and conditions of approval established.
6. **ENVIRONMENTAL REVIEW**
Based upon review of the project, the environmental specialist shall recommend to the Director within 29 days from project intake as to the environmental impacts of the proposal, by recommending a Negative Declaration or Mitigated Negative Declaration or by recommending the need for additional studies (Extended Initial Studies) and/or an Environmental Impact Report.
7. **PRELIMINARY NOTICE OF DECISION**
Within 35 days of the date of filing, the Director of Planning and Land Use will send a notice to the applicant and interested parties in writing of his/her preliminary decision to conditionally approve or disapprove the Tentative Parcel Map. In instances where an EIR has been requested, the Director shall cause notice to be given to the interested parties and the applicant of his/her preliminary decision within 190 days. (NOTE: The date of filing is the date of certification of the EIR, adoption of the Negative Declaration, or a determination by the local agency that the project is exempt from Div. 13 of the Public Resources Code [CEQA]).
8. **REQUEST FOR REVIEW**
The applicant or interested party may request in writing to the Director of Planning and Land Use that the above preliminary decision be reviewed by agencies involved. This must occur within 14 calendar days after the written Notice of Preliminary Decision. After review, the Director shall render final approval, conditional approval or disapproval of the Tentative Parcel Map.
9. **PUBLIC HEARING**
If requested by interested parties, within 14 days of the issuance of the preliminary decision, a public hearing shall be held before the Director providing an opportunity for those requesting the hearing to present testimony concerning the Director's decision. If the issue(s) causing review is the environmental finding then the Tentative Parcel Map shall be placed on the earliest convenient Planning and Environmental Review Board (PERB) agenda. All parties shall be given the opportunity to speak, prior to the PERB taking action on the environmental question alone.

10. **FINAL NOTICE OF DECISION**
If no request for a public hearing or review is made, the preliminary decision of the Director shall become final on the 15th day following the issuance of the Preliminary Notice. If a public hearing and/or review results in a change to the preliminary decision, such a change will be made to the Final Notice.
11. **APPEALS**
The applicant and interested parties may appeal the Final Decision of the Director or any condition therein to the PERB. Such appeal must be made within ten days of the Director's Final Notice of Decision with payment of the appropriate fee.
12. A Revised Tentative Parcel Map may be filed anytime after the Final Notice of Decision and prior to the expiration of the Tentative Parcel Map.
13. Parcel Maps must be prepared by a licensed land surveyor or registered civil engineer in accordance with the approved Tentative Parcel Map and the Subdivision Map Act.
14. **PARCEL MAP FILED WITH THE DEPARTMENT OF PUBLIC WORKS**
The Parcel Map shall be filed with the County Department of Public Works for map checking.
15. **RECORDATION**
If the Director of Public Works is satisfied that the Parcel Map is technically correct and all conditions of approval have been met, he/she shall certify the map and present it to the County Recorder for recordation.

AFTER RECORDATION PARCELS MAY BE LEGALLY SOLD

C. ADDITIONAL PROCESSING

1. **Replacement Tentative Parcel Map.** If the Tentative Parcel Map is substantially changed, such as a street or easement alignment or number and size of parcels, after the Tentative Parcel Map has been filed but prior to the Director's Final Notice of Division, a "Replacement Tentative Parcel Map" shall be filed and the appropriate fee paid.
2. **Revised Tentative Parcel Map.** If the Tentative Parcel Map is substantially changed after the Director's Final Notice of Approval, a "Revised Tentative Parcel Map" shall be filed and the appropriate fee paid.
3. **Expired Tentative Parcel Map.** A Tentative Parcel Map may be refiled as an "Expired Tentative Parcel Map" where proceedings have terminated by reason of the expiration of 30 months from the date of the Director's Final Notice of Approval, not more than one year has elapsed since the expiration of the original Tentative Parcel Map, and the other conditions of Section 81.608.5 of the County Subdivision Ordinance are present.

4. **Extension of Time.** A Tentative Parcel Map may be extended for 36 months beyond its original expiration date provided the application is filed prior to the expiration and further provided the Tentative Parcel Map meets applicable requirements.

THE MAXIMUM TIME ALLOWED FOR THE FILING OF A PARCEL MAP IS 36 MONTHS FROM THE DATE OF FINAL NOTICE OF APPROVAL WITH ONE EXTENSION NOT EXCEEDING 60 MONTHS.

5. **Amendment of Conditions.** Changes to the Final Notice of Approval for a Tentative Parcel Map may be made by the Director or approved by the Director at the request of the subdivider/ applicant. A request for a amendment must be in writing, stating the reasons for the requested amendment, and the appropriate fee paid.

PART VII. SUMMARY OF SUBDIVISION ORDINANCE – IMPROVEMENTS AND OTHER MAJOR REQUIREMENTS

The following is a brief review of the improvements and major requirements required of Tentative Parcel Maps. See the County Subdivision Ordinance for complete information and Lot Design Standards. Copies of the Ordinance may be obtained from the Department Cashier for a fee.

- A. **GENERAL AND COMMUNITY PLANS**
The subdivision must be consistent with all Elements of the County General Plan and applicable Community/Subregional and Specific Plans (i.e., density, parcel sizes, circulation, and other elements).
- B. **ZONING**
The proposed parcels/units must comply with requirements of the County Zoning Ordinance (i.e., lot size, setbacks and land use).
- C. **RESOURCE PROTECTION ORDINANCE (RPO)**
The subdivision will be evacuated pursuant to RPO to ensure protection and preservation of the County's sensitive lands.
- D. **ROADS**
Dedication and access requirements and improvement standards for roads and highway are specified in Sections 81.703 and 81.704 of the County Subdivision Ordinance. All parcels must have a recorded and improved access based on these standards.
- E. **FLOODING**
All proposed parcels must have a buildable flood-free site. Property subject o inundation must be identified and labeled. Drainage easements dedicated to the County and improvement may be required. In addition, in areas where recurrent flooding has been identified, fees may be required to be deposited with County Flood Control Districts on a per acreage basis.

F. SEWAGE AND WATER SUPPLY

For public sewer and public water, certification by the Director, Department of Planning and Land Use, that these facilities will be available to each parcel or certification by the County Health Officer that each parcel has been approved for installation of a sewage disposal system and/or water well.

G. FIRE PROTECTION

Fire hydrants together with an adequate water supply will be required in accordance with the Uniform Fire Code. Water storage tanks shall be required in areas outside of water district boundaries.

NOTE:

THE COUNTY SUBDIVISION ORDINANCE AND THE SUBDIVISION MAP ACT PROVIDE THAT NO PARCEL OF LAND MAY BE SOLD, LEASED, CONVEYED OR TRANSFERRED, AND NO BUILDING PERMIT SHALL BE ISSUED UNLESS A TENTATIVE PARCEL MAP HAS BEEN APPROVED BY THE DIRECTOR OF PLANNING AND LAND USE, A PARCEL MAP HAS BEEN APPROVED BY THE COUNTY DEPARTMENT OF PUBLIC WORKS AND THE PARCEL MAP FILED IN THE OFFICE OF THE COUNTY RECORDER.